

Fleet Management

AGENCY FLEET COORDINATOR TRAINING

- PART 2 – ARI Insights
- <https://fleet.wv.gov>



ARI Insights

- <https://ariinsights.arifleet.com>



The login page features a dark blue header with a network diagram of blue dots and lines. In the center is the ARI logo, which consists of the letters 'ARI' in a bold, white, sans-serif font, enclosed within a white wireframe globe. Below the logo, the word 'insights' is written in a white, italicized, sans-serif font.

Below the header, there is a horizontal menu with four links: 'English', 'Español', 'Français', and 'Deutsch'. The main login area has a light gray background and contains two input fields: 'User ID' with the text 'STWV582' and 'Password' with ten black dots. A blue 'Log in' button is positioned below the password field. At the bottom of the login area, there are three links: 'Forgot Password?', 'Forgot User ID?', and 'Privacy Statement'.

WARNING: You are entering ARI insights®, a proprietary ARI system containing confidential information, for ARI and entities with whom ARI is contracted to provide services (ARI Clients). By entering, you represent for yourself and your employer that you are authorized to do so on behalf of a specific ARI Client, and that you expressly agree to the [ARI Terms of Use](#). Persons entering without ARI authorization subject themselves and their employers to civil and criminal penalties.



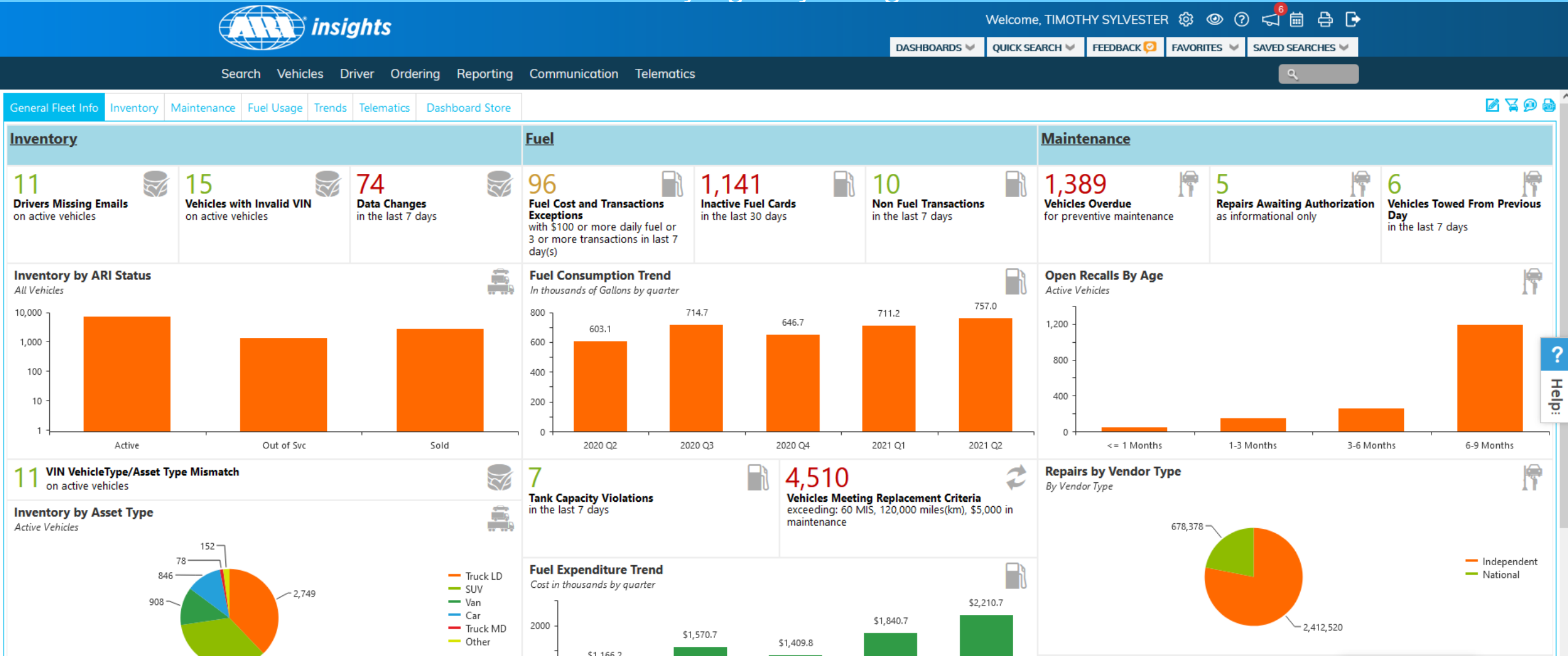
ARI Insights

- ARI Insights Agenda
 1. Dashboard and Widgets
 2. Quick Search
 3. Search Tab
 4. Reporting Tab
 5. Maintenance approval process and manual PO entry
 6. NEW for 2021
 - Asset and Contacts Management tab
 - Combined Inventory Management view with Driver Updates view
 - Telematics
 - Driver safety program



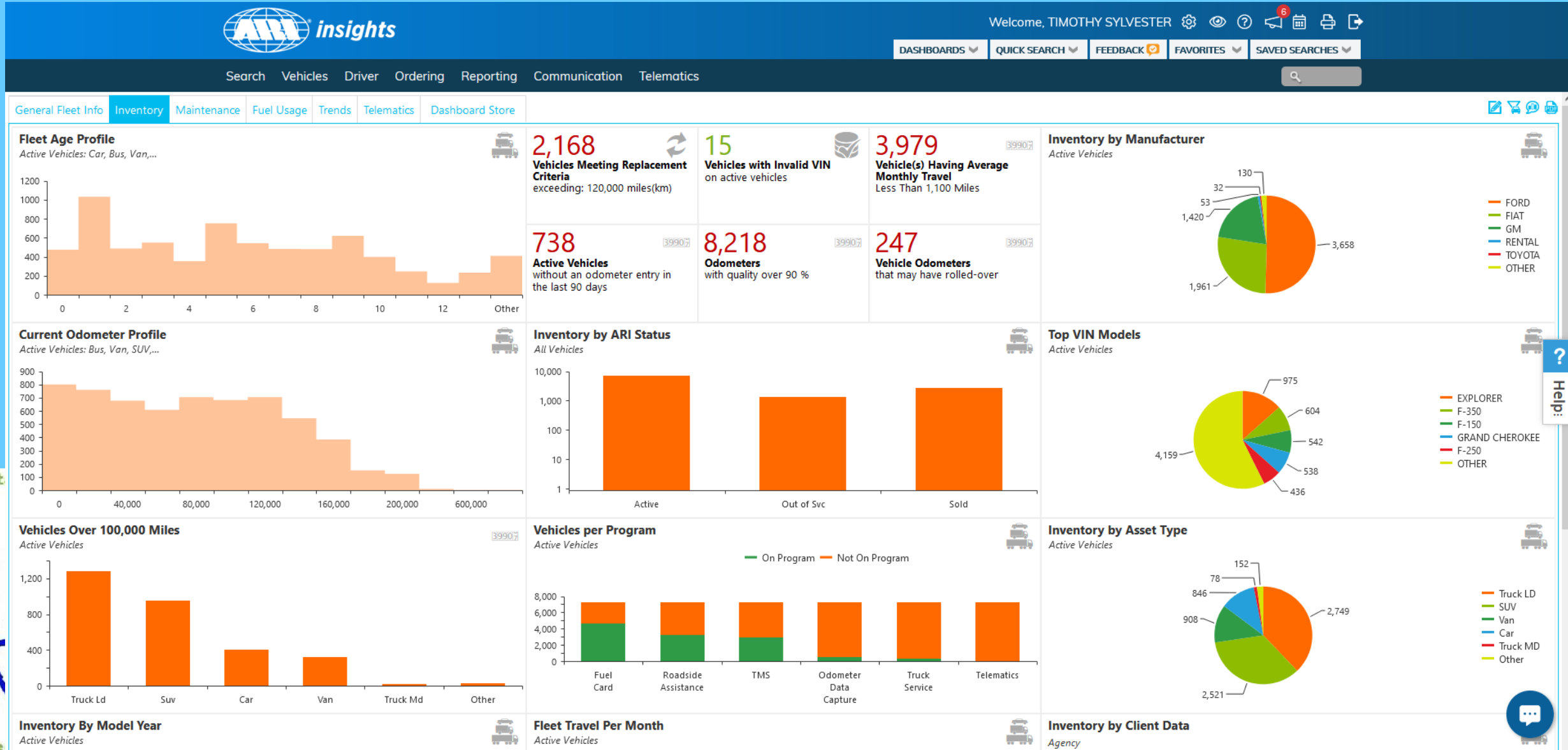
ARI Insights Dashboard/Widgets

- Dashboard/General Fleet Info
 - Three biggest are Inventory, Fuel Usage and Maintenance
 - Telematics is a useful dashboard for any agency using telematics



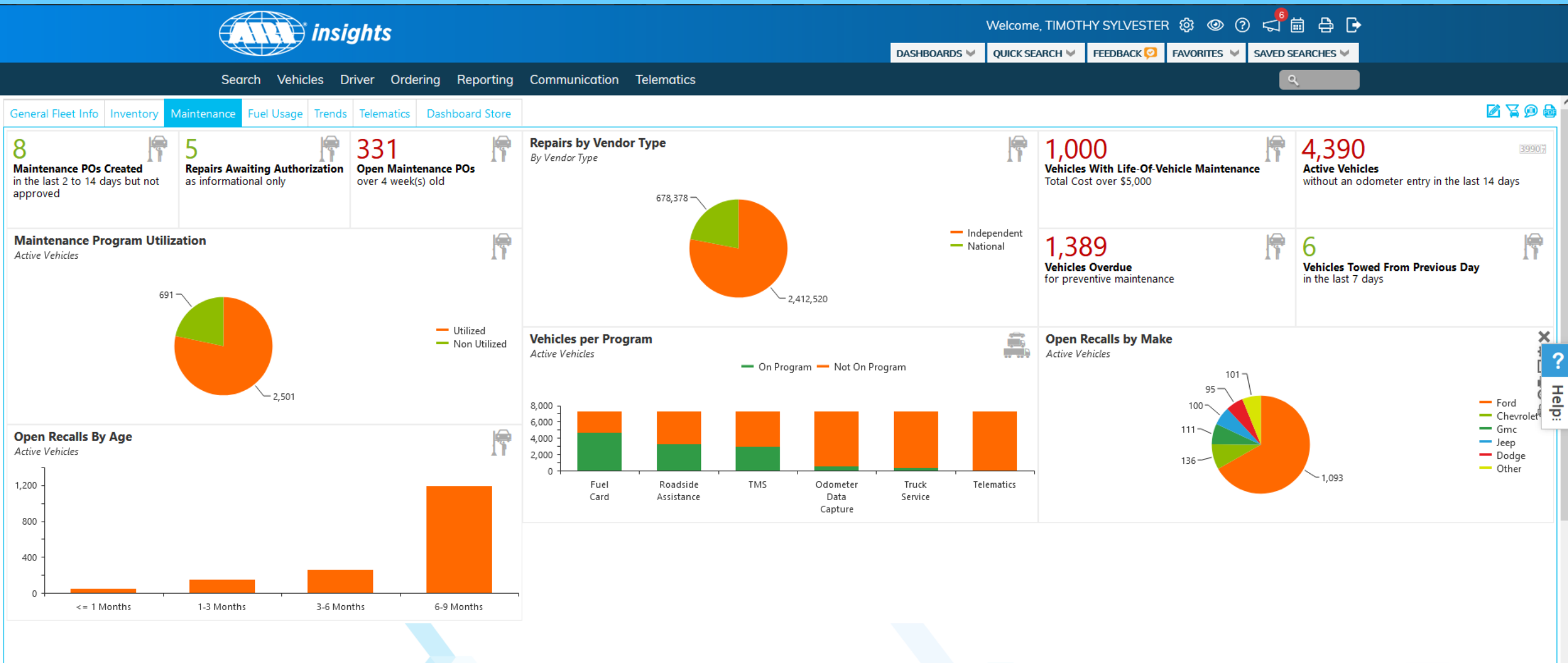
ARI Insights Dashboard/Widgets

Inventory Dashboard



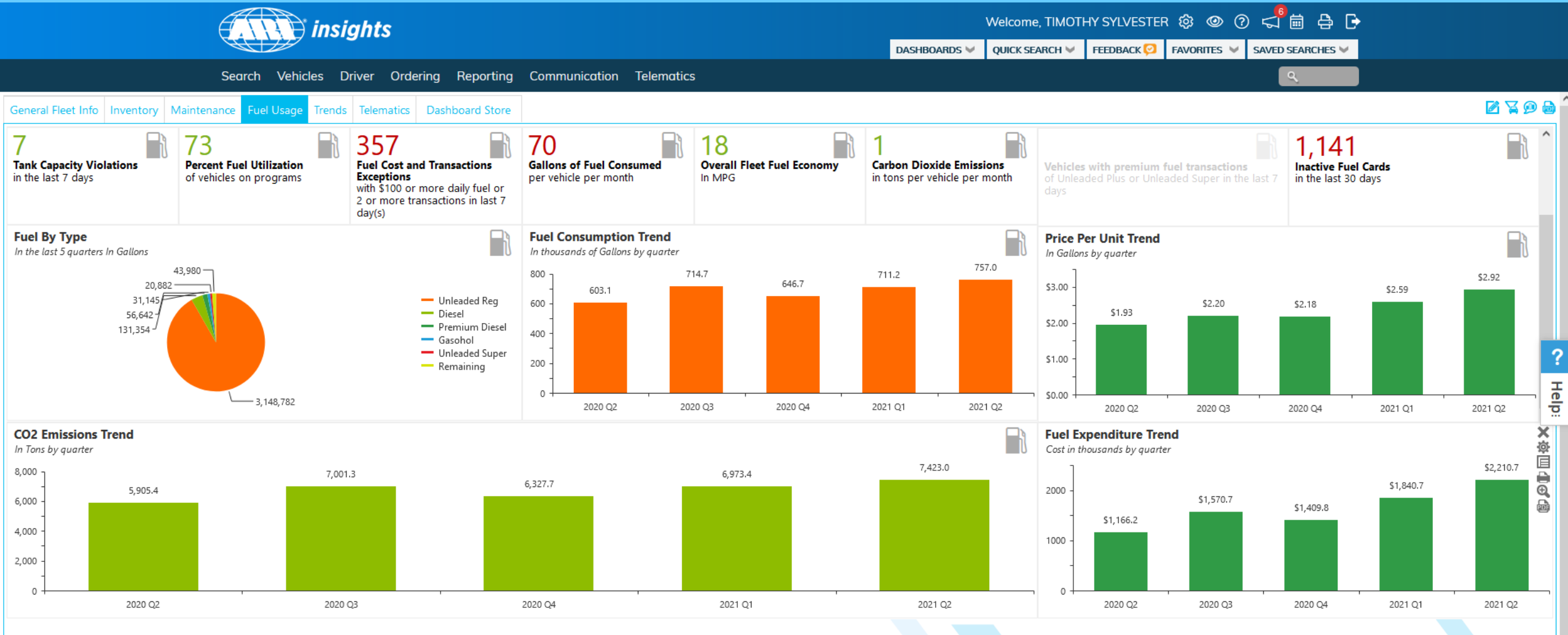
ARI Insights Dashboard/Widgets

- Maintenance



ARI Insights Dashboard/Widgets

- Fuel Usage



ARI Insights Dashboard/Widgets

- Telematics



Welcome, TIMOTHY SYLVESTER



DASHBOARDS

QUICK SEARCH

FEEDBACK

FAVORITES

SAVED SEARCHES

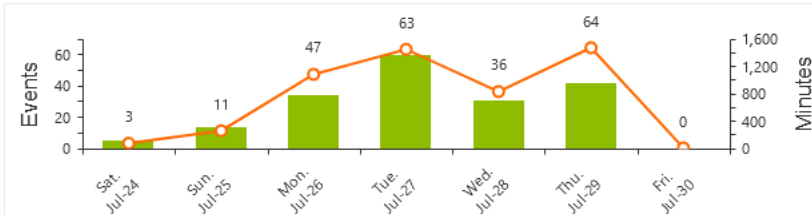
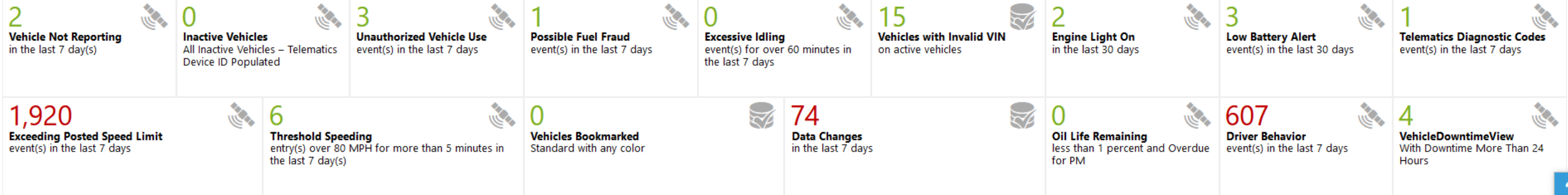
Search Vehicles Driver Ordering Reporting Communication Telematics



General Fleet Info Inventory Maintenance Fuel Usage Trends Telematics Dashboard Store



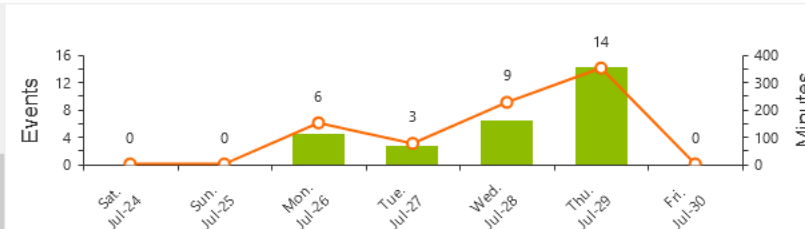
Telematics Alerts: Review Daily



VehicleDowntimeView

Avg. downtime by make (Life of Vehicle)

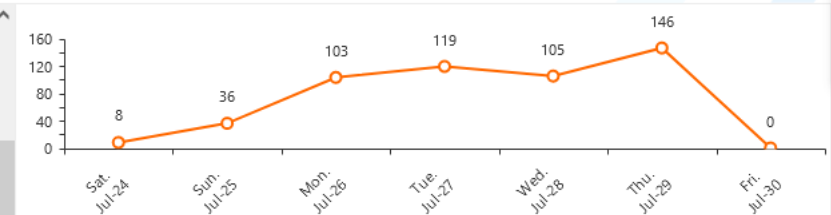
Make	Avg Hours	Vehicles	Events	Hours
TOYOTA	8,046	2	130	16,092
DODGE	5,975	5	132	29,875
CHEVRO...	2,011	10	121	20,108
JEEP	1,146	28	265	32,075
FORD	530	22	100	11,670
RAM	174	8	26	1,388
Total		75	774	111,208



Vehicles per Program

Active Vehicles

Program	On Program	Not On Program
Fuel Card	4,610	2,644
Roadside Assistance	3,192	4,062
TMS	2,940	4,314
Odometer Data Capture	496	6,758
Truck Service	252	7,002
Telematics	34	7,220



VehicleDowntimeView

Vehicles by YTD maintenance downtime hours

Range	Vehicles	Events	Hours
< 8 hours	2	3	13.44
8-24 hours	1	1	24.51
24-48 hours	1	4	40.29
48-72 hours	1	2	57.24
> 72 hours	28	319	47,512.39
Total	33	329	47,648

ARI Insights Dashboard/Widgets

- **Other facts about the dashboard**
 1. The data displayed should only be for the vehicles for your agency
 2. In ARI the Division is equivalent to the OASIS Cabinet and the Prefix is equivalent to the Bill Codes
 3. Widgets can be moved around
 4. Filters can be created to only look at specific items
 5. Clicking on certain data within widgets will give you a detailed vehicle listing



ARI Insights Dashboard/Filters

- Adding filters to dashboard

- Click on blue car filter at the top right of the screen then click on “Create a new vehicle filter”

The screenshot shows the ARI Insights dashboard interface. At the top, there's a navigation bar with the ARI Insights logo and a welcome message for Timothy Sylvester. Below this is a search bar and a menu with options like DASHBOARDS, QUICK SEARCH, FEEDBACK, FAVORITES, and SAVED SEARCHES. The main dashboard area is divided into several sections: Fleet Age Profile, Current Od, Fleet Travel, and Inventory by ARI Status. A red arrow points to the 'Create a new vehicle filter' button in the 'Inventory by ARI Status' section. Another red arrow points to the 'Create a new vehicle filter' button in the 'Fleet Age Profile' section. The 'Create a new vehicle filter' button is highlighted with a red arrow.

ARI Insights - Home Page

https://ariinsights.arifleet.com/AriAccessWeb/default.aspx

Welcome, TIMOTHY SYLVESTER

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES DRIVER ORDERING REPORTING COMMUNICATION

Inventory Maintenance Fuel Usage General Fleet Info Dashboard Store

Fleet Age Profile

Active Vehicles

Apply a vehicle filter to this dashboard

No dashboard filter is currently applied

Available Saved Searches (General Vehicle Search)

Click on any search below to apply it to the entire dashboard

- AFC
- ARI All
- ARI Sold
- Vehicles by Agency

Create a new vehicle filter

Inventory by ARI Status

Inventory By Model Year

2019 2018 2017 2016 2015 Older

FORD FIAT GM TOYOTA DAIMLER AG OTHER

CHEROKEE

ARI Insights Dashboard/Filters

- Adding filters to dashboard

- You can select from the filters that come up or you can add new filters from the “Add Fields” drop down box

Apply a vehicle filter to this dashboard

Apply Vehicle Filter [Advanced](#)

☒

CATEGORY	IS	CRITERIA	
Vehicle	Is <input checked="" type="checkbox"/>	Enter Text	<input checked="" type="checkbox"/>
Status	Is <input checked="" type="checkbox"/>	Choose Item(s) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	From: <input type="text"/>	To: <input type="text"/>	
Client	Is <input checked="" type="checkbox"/>	Choose Item(s) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DIVISION	Is <input checked="" type="checkbox"/>	Choose Item(s) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Code	Is <input checked="" type="checkbox"/>	Choose Item(s) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lease Type	Is <input checked="" type="checkbox"/>	Choose Item(s) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VIN (last 8)	Is <input checked="" type="checkbox"/>	Enter Text	<input checked="" type="checkbox"/>

State of W

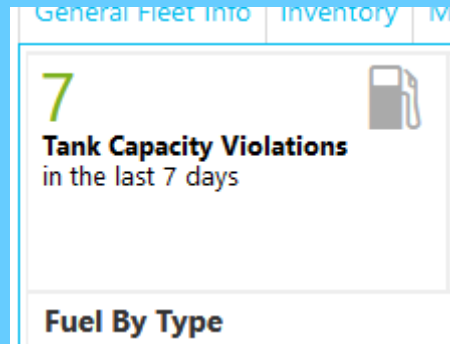


Fleet Management Division

ARI Insights Dashboard/Widgets

- Getting specific vehicle data from a widget

- Click on a number or a piece of a graph to get an excel style list of the vehicles that make up that widget
- The example below is of 7 vehicles that went over their tank capacity in the last week



Tank Capacity Violations in the last 7 days

Total Rows 7 Rows Per Page 20 << < Page 1 of 1 > >> Go to Page < >

	Client	Vehicle	Division	Bill Code	Exceeded %	Units Exceeded	Fuel Capacity	Transaction Date	Product Name	Units	Unit Cost	Amount	Brand Name	Site Add	Site City	Site State
Details	5R82				15.80	5.69	36.00	07/26/2021 12:25 PM	Diesel	41.69	\$3.60	\$150.02	SHEETZ	570 PITTSBURGH RD	UNIONTOWN	PA
Details	5R82				21.10	4.00	19.00	07/27/2021 9:55 AM	Unleaded	23.00	\$3.06	\$70.36	EXXONMOB	11079 BIG POOL RD	BIG POOL	MD
Details	5R82				21.90	3.51	16.00	07/27/2021 7:30 PM	Unleaded	19.51	\$3.04	\$59.29	SHEETZ	136 E MAIN ST	ROMNEY	WV
Details	5R82				28.80	4.61	16.00	07/22/2021 12:10 PM	Unleaded	20.61	\$3.06	\$63.05	EXXONMOB	15 WOODWARD DR	SUTTON	WV
Details	5R82				171.20	59.92	35.00	07/22/2021 8:54 AM	Diesel	94.92	\$3.30	\$313.15	SHEETZ	4401 MACCORKLE AVE S	SOUTH CHARLESTON	WV
Details	5R82				22.20	4.00	18.00	07/23/2021 8:16 PM	Unleaded	22.00	\$3.07	\$67.52	EXXONMOB	500 VANKIRK DR	BECKLEY	WV
Details	5R82				21.10	4.00	19.00	07/23/2021 5:18 PM	Unleaded	23.00	\$3.06	\$70.37	GO MART	6088 WEBSTER RD	SUMMERSVILLE	WV

ARI Insights Quick Search

- The Quick Search is located at the top of the ARI Insights page

- You can search by a Vehicle number (last 6 of VIN), Plate Number, VIN number and First or Last name of the AFC
- A quick search will show the “General Info” page of an individual vehicle

The screenshot displays the ARI Insights web application interface. At the top, the 'ARI insights' logo is on the left, and a user welcome message 'Welcome, TIMOTHY SYLVESTER' is on the right. Below the logo is a navigation bar with links: Search, Vehicles, Drivers, Ordering, Reporting, and Comm. A secondary navigation bar includes 'DASHBOARDS', 'QUICK SEARCH' (highlighted), 'FEEDBACK', 'FAVORITES', and 'SAVED SEARCHES'. A search overlay is active, showing input fields for Vehicle, Plate, VIN, First Name, and Last Name, with a 'Search' button and a checkbox for 'Show results in a new window'. Below the search bar, a dashboard shows various metrics: 'cent Fuel Utilization', 'Fuel Cost and Transactions' (357), 'Gallons of Fuel Consumed' (70), 'Overall Fleet Fuel Economy', 'Carbon Dioxide Emissions', 'Non Fuel Transactions', and 'Unused Fuel Card PINs'. The main content area is titled 'General Vehicle Information' for a '2016 CHEVROLET IMPALA'. It includes client and vehicle details (CLIENT: 5R82, VEHICLE NO: 193867, LIC PLATE: SA001497) and a 'General' tab. The 'General' tab displays a table with columns: Description, Lease, and Order. The 'Description' column lists vehicle details like Model Year, Make, Model, Body Description, VIN, VIN Model, Exterior, Interior, and Decal Number. The 'Lease' column lists lease details like Type, Vendor, Residual, Purchase Price, Months/Miles/KM, MIS, Lease Start Date, Lease End Date, Remaining Book Value, and Estimated Resale. The 'Order' column lists order details like Order Date, Exp. Deliv. Date, Delivery Date, On-Road Date, Order Type, Previous Vehicle, and Who Will License. Below the 'General' tab is an 'Aux Data' section with two columns of additional information, including FD NUMBER, Utilization Exemption Form Rec, City State and Zip, Dealership, Fuel Level, AQ/AL/F/CASH, Custodian, ED/Tag #, AFC ADDRESS 1 & 2, AFC Phone Number, Vehicle Purpose, Catalog Code, AFC NAME, and AFC/Fleet E-Mail Address.

ARI insights

Welcome, TIMOTHY SYLVESTER

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

Search Vehicles Drivers Ordering Reporting Comm

Vehicle Plate VIN First Name Last Name

Show results in a new window ☒ Search

cent Fuel Utilization Fuel Cost and Transactions 357 Gallons of Fuel Consumed 70 Overall Fleet Fuel Economy Carbon Dioxide Emissions Non Fuel Transactions Unused Fuel Card PINs

General Vehicle Information

2016 CHEVROLET IMPALA

CLIENT : 5R82 VEHICLE NO : 193867 LIC PLATE : SA001497

Customize

Description	Lease	Order
Model Year: 2016	Type: NON-ARI	Order Date:
Make: CHEVROLET	Vendor: OWNED	Exp. Deliv. Date:
Model: IMPALA	Residual: \$0.00	Delivery Date: 04/29/2016
Model Line:	Purchase Price: \$22,743.00	On-Road Date: 05/31/2016
Body Description:	Months/Miles/KM: 0 / 0	Order Type:
VIN: 2G11X5SA1G9193867	MIS: 61	Previous Vehicle:
VIN Model: IMPALA	Lease Start Date:	Who Will License:
Exterior: SILVER	Lease End Date:	
Interior:	Remaining Book Value: \$0.00	
Decal Number:	Estimated Resale: \$11,150.00	

Aux Data

FD NUMBER:	ED/Tag #:
Utilization Exemption Form Rec:	AFC ADDRESS 1 & 2: 2101 WASHINGTON ST E, BUILDING 17
City State and Zip: CHARLESTON, WV 25305	AFC Phone Number: (304) 957-8230
Dealership: BOB ROBINSON	Vehicle Purpose: POOL
Fuel Level: BL1	Catalog Code: 2
AQ/AL/F/CASH: F	AFC NAME: LEIGH JACKSON
Custodian:	AFC/Fleet E-Mail Address: LEIGH.A.JACKSON@WV.GOV

State of West Virginia



Fleet Management Division

ARI Insights Single Vehicle

There are 6 tabs that we think are useful to maintaining a vehicle

1. General Info
2. Expenses
3. Odometer
4. Maintenance
5. Fuel Trans
6. NEW – Asset and Contacts Management tab

Asset and Contacts		Billing	Component Info		Documents	Expenses		Fuel Card History		Fuel Millennium		Fuel Trans		General Info		
History	Hour Meter	Maintenance		Memos	Odometer		Order Detail		Registration		Telematics		Telematics DTC		Vehicle Downtime	

General Vehicle Information

2016 CHEVROLET IMPALA

CLIENT : 5R82 VEHICLE NO : 193867 LIC PLATE : SA001497



ARI Insights Single Vehicle

Expenses Tab

- Shows a vehicles fixed and operating expenses as well as how much that vehicle is costing an agency on a cents per month, cents per mile basis

Client :

5R82

Vehicle No :

193867

Months in Service:

61

Net Sale Price:

\$0.00 as of

DIVISION:

AD

Projected Odometer: as of

Lease Miles/KM:

Cap Cost:

\$22,743.00

2016 CHEVROLET IMPALA

Bill Code:

AD94

Lease Type:

NON-ARI

Lic Plate :

SA001497

Lease Term:

Out Of Svc Date:

Odometer:

76,956 as of 07/29/2021

Remaining Book Value:

\$0.00

Basic Rent:

\$0.00

Agency:

FMD

Employee ID:

E038816

PO#:

FLT16*64

FA#:

A0373265

Commuter Miles:

DEPT:

0216

UNIT:

0216

ARI Services:

Fuel Card:

FD NUMBER:

ED/Tag #:

Utilization Exemption Form Rec:

AFC ADDRESS 1 & 2:

2101 WASHINGTON ST E, BUILDING 17

City State and Zip:

CHARLESTON, WV 25305

AFC Phone Number:

(304) 957-8230

Dealership:

BOB ROBINSON

Vehicle Purpose:

POOL

Fuel Level:

BL1

Catalog Code:

2

AO/AL/F/CASH:

F

AFC NAME:

LEIGH JACKSON

Custodian:

AFC/Fleet E-Mail Address:

LEIGH.A.JACKSON@WV.GOV

Last commuter update:

Operating Expenses

Category	Life of Vehicle	Cost per Month	Cents per Mile/KM	Cost per Hours
[+] Accident Repairs	\$286.84	\$4.70	\$0.00	\$0.183
[+] Fuel	\$6,528.70	\$107.03	\$0.08	\$4.156
[+] Maintenance Repairs	\$358.05	\$5.87	\$0.00	\$0.228
[+] Oil And Lube	\$813.62	\$13.34	\$0.01	\$0.518
[+] Tires	\$973.25	\$15.95	\$0.01	\$0.620
[+] Wash And Polish	\$294.07	\$4.82	\$0.00	\$0.187
Total Operating Expenses	\$9,254.53	\$151.71	\$0.12	\$5.891

Fixed Expenses

Category	Life of Vehicle	Cost per Month	Cents per Mile/KM	Cost per Hours
[+] Fixed Costs	\$179.38	\$2.94	\$0.00	\$0.114
[+] Management Fees	\$628.00	\$10.30	\$0.01	\$0.400
[+] Misc	\$984.56	\$16.14	\$0.01	\$0.627
[+] Taxes	\$1.05	\$0.02	\$0.00	\$0.001
Total Fixed Expenses	\$1,792.99	\$29.39	\$0.02	\$1.141

Grand Total Expense

\$11,047.52

\$181.11

\$0.14

\$7.032

* This information is based on data collected through use of ARI programs. Only vehicles on programs from in-service date to sale date will show true life cycle costs. ARI recommends analyzing vehicles that have been sold for more than 60 days.

State of West Virg

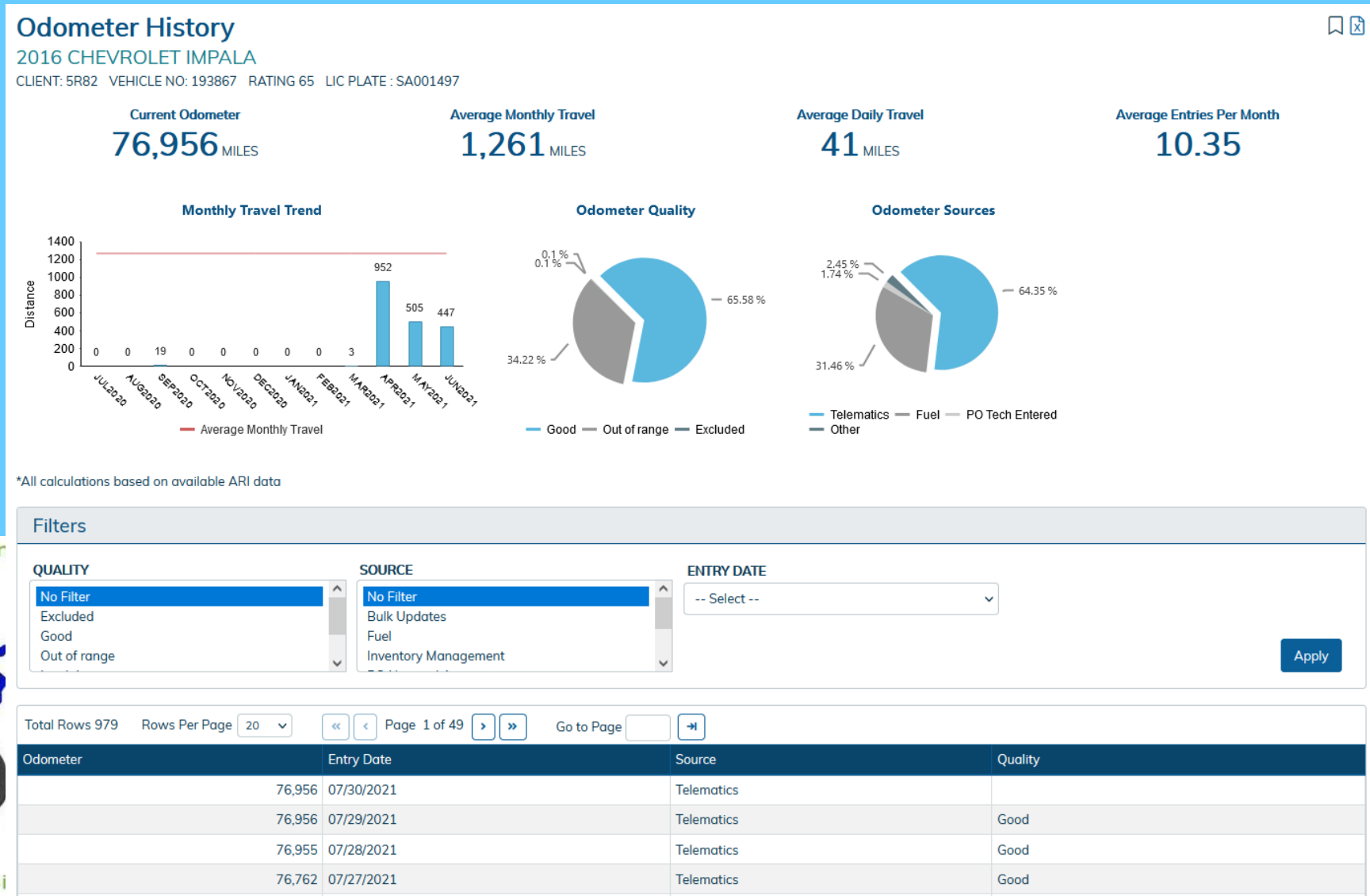


Fleet Management Divi

ARI Insights Single Vehicle

Odometer Tab

- Shows odometer information for a vehicle



ARI Insights Single Vehicle

Maintenance Tab

- Shows the service history of a vehicle, the maintenance levels of approvals for a vehicle and the PM schedule set up for that vehicle

Service History

PM Details

Maintenance Analytics

Filters:

Apply

No Filter

Accidents

AC & Heating

2016 CHEVROLET IMPALA

Maintenance POs that include

Client: 5R82

DIVISION: AD

Bill Code: AD94

Fuel Card: Y

Lic Plate : SA001497

Vehicle No: 193867

Operating Expenses: \$9,247.92

Fixed Expenses: \$1,778.49

Agency: FMD

Employee ID: E038816

PO#: FLT16*64

FA#: A0373265

Commuter Miles:

DEPT: 0216

UNIT: 0216

ARI Services: Y

Coupon Issued: 05/02/2016

Service Card Issued: 07/16/2020 12:00:00 AM

Coupon Book No: 20308

Coupon Schedule: 56077

Prior Coupon Book No.:

Prior Coupon Schedule: 960

Coupon Name: GM LD GAS SEVERE 15-20

Show Voided POs

Show Details

PO #	Date	Repair	Estimated Repair Start Date	Actual Repair Start Date	Odometer	Hour Meter	Amount	Status	Process Date	Invoice #	Vendor
▶ 89155302	05/12/2021 1:00 PM	89074496		05/12/2021	75582	0	\$99.98	Paid	05/21/2021	227341CA7302	VIOC: VALVOLINE INSTANT OIL CHANGE (N)
05/12/2021 01:04 PM: DELETED LINE - 17001A04 - TIRE ROTATION - PREVENTIVE MAINT. - THIS ITEM IS NOT DUE FOR SERVICE AND HAS BEEN REJECTED. IT WILL BE DUE IN 3 MONTHS.											
05/12/2021 01:04 PM: DELETED LINE - 41001005 - AIR FILTER - PRIMARY ENGINE - PREVENTIVE MAINT. - THIS ITEM IS NOT DUE FOR SERVICE AND HAS BEEN REJECTED. IT WILL BE DUE IN 34 MONTHS.											
05/12/2021 01:10 PM: DELETED LINE - 02011048 - CABIN FILTER - PREVENTIVE MAINT. - DENIED NOT DUE											
05/12/2021 01:10 PM: PO APPROVED FOR \$99.98 BY ARI ON 05/12/2021											
▶ 88789338	04/19/2021 10:29 AM	88711096		04/19/2021	75246	0	\$49.98	Paid	04/30/2021	226269CA7302	VIOC: VALVOLINE INSTANT OIL CHANGE (N)
04/19/2021 10:30 AM: PO APPROVED FOR \$49.98 BY ARI ON 04/19/2021											

State of West Virginia



Fleet Management Division

ARI Insights Single Vehicle

NEW – Asset and Contacts Management tab

- This is the tab that FMD has opened to ARI users so that they can input their driver's information on a per vehicle basis
- On one to one ratio vehicles an AFC or other ARI user can put in a driver's first and last name, the vehicle's overnight address, a driver's various phone numbers and a driver's email address
- On pool vehicles an AFC or ARI user should put in POOL for the driver's first and last name, the vehicle's overnight address and the supervisor of that vehicle's phone numbers and email
- The email address that is in this section will receive recall alerts
- The fields listed above must be filled into the Asset and Contacts Management tab



ARI Insights Single Vehicle

NEW – Asset and Contacts Management tab

DRIVER

First Name

TIM

Last Name

SYLVESTER

PHONE AND EMAIL

Work Phone

(304) 957-8230

Ext

Home Phone

(000) 000-0000

Cell Phone

(304) 531-6708

Fax

(304) 558-4119

Email

LEIGH.A.JACKSON@WV.GOV

ADDRESS INFO

Address 1

2101 WASHINGTON ST E

Address 2

BUILDING 17

Address 3

KANAWHA

City *

CHARLESTON

State/Province *

WV

ZIP/Postal Code

25305

State of V



Fleet Management Division

ARI Insights Search Tab

- The search tab consist of many vehicle related reports
- The two most used reports are “General Vehicle” and “Asset and Contacts”
- These reports can be filtered and customized in multiple ways
- You can save the customized reports to the “Saved Searches” tab

ARI insights				
	Search	Vehicles	Drivers	Ordering
	Accident Management	Market Value Pricing		
	Asset and Contacts	Memo		
	Billing	Mfg Recalls		
	Component Information	Motor Vehicle Report		
	Contacts	New Order Status		
	Documents	Odometer History		
	Driver Changes	PO Search		1108
	Driver Information	Registration Tracking		1107
	Equipment Order Search	Sales Benchmarking		1109
	Fuel	Service History		1109
	Fuel Card Millennium	Smart Search		1107
	General Vehicle	Vehicle Documents - upload		
	Location/Prefix Address	Vehicle Sales Status		
	Maintenance Parameters	Vendor Locator		
	HW02	DOH	5PVNV8JG5A4S50099	371108

State of West Virginia



Fleet Management Division

ARI Insights Search Tab

- Getting general vehicle data

1. If you click on Search and choose General Vehicle it will bring up a prompt page
2. Here you can enter prompts into the fields already listed or you can add new prompts from the Add Fields drop down box

General Vehicle Search [Advanced](#)

Add Fields

CATEGORY	IS	CRITERIA	
Vehicle	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
Status <input type="button" value="i"/>	Is <input type="button" value="v"/> From: <input type="text"/> <input type="button" value="c"/>	Choose Item(s) <input type="button" value="v"/> To: <input type="text"/> <input type="button" value="c"/>	<input type="button" value="x"/>
Client	Is <input type="button" value="v"/>	Choose Item(s) <input type="button" value="v"/>	<input type="button" value="x"/>
Division	Is <input type="button" value="v"/>	Choose Item(s) <input type="button" value="v"/>	<input type="button" value="x"/>
Bill Code	Is <input type="button" value="v"/>	Choose Item(s) <input type="button" value="v"/>	<input type="button" value="x"/>
Lease Type	Is <input type="button" value="v"/>	Choose Item(s) <input type="button" value="v"/>	<input type="button" value="x"/>
VIN (last 8) <input type="button" value="i"/>	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
DEPT	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
VIN	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
Registration Expirations	-- Select -- <input type="button" value="v"/>		<input type="button" value="x"/>
ED/Tag #	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
Last Name	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>
Fuel Card	Is <input type="button" value="v"/>	Enter Text	<input type="button" value="x"/>

State of West Virginia



Fleet Management Division

ARI Insights Search Tab

- Getting general vehicle data
 - Once you have all of your prompts entered click search and your data will come up in a listed format

General Vehicle Listing



SEARCH CRITERIA: Status = Active Client = 5R82 Bill Code = AD94

Total Rows 63 Rows Per Page 20 Page 1 of 4 Go to Page

	Client	Vehicle	Division	Bill Code	Agency	VIN	Employee ID	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI Services	Fuel Card	Model Year	FD NUMBER	ED/Tag #	Utiliza
Details	5R82	126284	AD	AD94	FMD	3FA6P0G77HR126284				WV	FORD	FUSION	Active	FLT16*21	A0373886		0216	0216	Y	Y	2017			
Details	5R82	144183	AD	AD94	FMD	3FA6P0G73HR144183				WV	FORD	FUSION	Active	FLT16*21	A0375242		0216	0216	Y	Y	2017			
Details	5R82	150577	AD	AD94	FMD	2GNFLEEK2F6150577				WV	CHEVROLET	EQUINOX	Active	FLT15*01	A0364896		0216	0216	Y	Y	2015			
Details	5R82	173923	AD	AD94	FMD	2G1WA5E36E1173923				WV	CHEVROLET	IMPALA LIMITED	Active	FLT14006	A000361955		0216	0216	Y	Y	2014			
Details	5R82	179809	AD	AD94	FMD	1C3CCCFBXGN179809		POOL	POOL	WV	CHRYSLER	200	Active	FS21*02	A0379108		0216	0216	Y	Y	2016			
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867	E038816	TIM	SYLVESTER	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016			
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2014			
Details	5R82	694292	AD	AD94	FMD	1J4RR4GTXBC694292		POOL	POOL	WV	JEEP	GRAND CHEROKEE	Active	PCARD	A0438267		0216	0216	Y	Y	2011			
Details	5R82	736022	AD	AD94	FMD	1C4RJFBT5HC736022				WV	JEEP	GRAND CHEROKEE	Active	FLT17*12	A0377736		0216	0216	Y	Y	2017			
Details	5R82	741626	AD	AD94	FMD	1C4RJFAG5FC741626				WV	JEEP	GRAND CHEROKEE	Active	FLT14070	A0366106		0216	0216	Y	Y	2015			
Details	5R82	788609	AD	AD94	FMD	2D4RN4DG8BR788609		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT11523	A000337146		0216	0216	Y	Y	2011			
Details	5R82	880575	AD	AD94	FMD	1C4NJRBB2ED880575				WV	JEEP	PATRIOT	Active	FLT14025	A0364834		0216	0216	Y	Y	2014			

Help:

State of West Virginia



Fleet Management Division

ARI Insights Search Tab

- Customizing a Search

1. In the top right under the “Options” gear select “customize”
2. From here you can select different fields to add to the report
3. Once you have all the fields you want added checked, click “apply” and the new fields will be added at the end of the

General Vehicle Listing

SEARCH CRITERIA: Status = Active Client = 5R82 Bill Code = AD94

Fields List

- ☐ General
- ☐ Description
- ☐ Specifications
- ☐ Order
- ☐ Lease
- ☐ Sale Info
- ☐ Driver
- ☐ Client Data
- ☐ Aux Data
- ☐ Programs
- ☐ Maintenance
- ☐ Fuel
- ☐ Meters
- ☐ Telematics
- ☐ Billing
- ☐ Total Expenses
- ☐ Operating Expenses
- ☐ Fixed Expenses
- ☐ Cost Per Month Operating
- ☐ Cost Per Month Fixed
- ☐ Cents Per Mile/KM Operating
- ☐ Cents Per Mile/KM Fixed
- ☐ VIN-Power Info
- ☐ Bookmark
- ☐ Licensing

Total Rows 63 Rows Per Page 20 Page 1 of 4 Go to Page

	Client	Vehicle	Division	Bill Code	Agency	VIN	Employee ID	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI		
Details	5R82	126284	AD	AD94	FMD	3FA6P0G77HR126284				WV	FORD	FUSION	Active	FLT16*21	A0373886		0216	0216	Y		
Details	5R82	144183	AD	AD94	FMD	3FA6P0G73HR144183				WV	FORD	FUSION	Active	FLT16*21	A0375242		0216	0216	Y		
Details	5R82	150577	AD	AD94	FMD	2GNFLEEK2F6150577				WV	CHEVROLET	EQUINOX	Active	FLT15*01	A0364896		0216	0216	Y		
Details	5R82	173923	AD	AD94	FMD	2G1WA5E36E1173923				WV	CHEVROLET	IMPALA LIMITED	Active	FLT14006	A000361955		0216	0216	Y	Y	2014
Details	5R82	179809	AD	AD94	FMD	1C3CCCFBXGN179809		POOL	POOL	WV	CHRYSLER	200	Active	FS21*02	A0379108		0216	0216	Y	Y	2016
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867	E038816	TIM	SYLVESTER	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2016
Details	5R82	694292	AD	AD94	FMD	1J4RR4GTXC694292		POOL	POOL	WV	JEEP	GRAND CHEROKEE	Active	PCARD	A0438267		0216	0216	Y	Y	2016
Details	5R82	736022	AD	AD94	FMD	1C4RJFBT5HC736022				WV	JEEP	GRAND CHEROKEE	Active	FLT17*12	A0377736		0216	0216	Y	Y	2017
Details	5R82	741626	AD	AD94	FMD	1C4RJFAG5FC741626				WV	JEEP	GRAND CHEROKEE	Active	FLT14070	A0366106		0216	0216	Y	Y	2015
Details	5R82	788609	AD	AD94	FMD	2D4RN4DG8BR788609		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT11523	A000337146		0216	0216	Y	Y	2011
Details	5R82	880575	AD	AD94	FMD	1C4NJRBB2ED880575				WV	JEEP	PATRIOT	Active	FLT14025	A0364834		0216	0216	Y	Y	2014
Details	5R82	AD9401	AD	AD94	FMD	EQUIPMENTAL	SPARE			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9402	AD	AD94	FMD	EQUIPMENTAL	SPARE			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9405	AD	AD94	FMD	EQUIPMENTAL	SPARE			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9409	AD	AD94	FMD	EQUIPMENTAL	RENTAL			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9410	AD	AD94	FMD	EQUIPMENTAL	RENTAL			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9411	AD	AD94	FMD	EQUIPMENTAL	RENTAL			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9412	AD	AD94	FMD	EQUIPMENTAL	RENTAL			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950
Details	5R82	AD9413	AD	AD94	FMD	EQUIPMENTAL	RENTAL			WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950

- Customize
- Modify Search
- Save Search
- Set As Default
- Bulk Bookmark
- Bulk Update

ARI Insights Search Tab

- **Saving a Search**

1. In the top right under the “Options” gear select “Save Search”
2. At the top left of the screen a “Save Search Name” box will appear where you can type in a name for this search
3. The saved search will save under the “Saved Searches” tab

General Vehicle Listing

SEARCH CRITERIA: Status = Active Client = 5R82 Bill Code = AD94

Save Search Name:

Save Search

Total Rows 63 Rows Per Page 20 << < Page 1 of 4 > >> Go to Page

	Client	Vehicle	Division	Bill Code	Agency	VIN	Employee ID	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI Services	Fuel Card	Model Year	FD NUMBER	ED/Tag #	Outl
Details	5R82	126284	AD	AD94	FMD	3FA6P0G77HR126284				WV	FORD	FUSION	Active	FLT16*21	A0373886		0216	0216	Y	Y	2017			
Details	5R82	144183	AD	AD94	FMD	3FA6P0G73HR144183				WV	FORD	FUSION	Active	FLT16*21	A0375242		0216	0216	Y	Y	2017			
Details	5R82	150577	AD	AD94	FMD	2GNFLEEK2F6150577				WV	CHEVROLET	EQUINOX	Active	FLT15*01	A0364896		0216	0216	Y	Y	2015			
Details	5R82	173923	AD	AD94	FMD	2G1WA5E36E1173923				WV	CHEVROLET	IMPALA LIMITED	Active	FLT14006	A000361955		0216	0216	Y	Y	2014			
Details	5R82	179809	AD	AD94	FMD	1C3CCCFBXGN179809		POOL	POOL	WV	CHRYSLER	200	Active	FS21*02	A0379108		0216	0216	Y	Y	2016			
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867	E038816	TIM	SYLVESTER	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016			
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2014			
Details	5R82	684382	AD	AD94	FMD	1M8B4CTX8684382		POOL	POOL	WV	JEEP	GRAND CHEROKEE	Active	BCARD	A0438267		0216	0216	Y	Y	2011			

- Customize
- Modify Search
- Save Search
- Set As Default
- Bulk Bookmark
- Bulk Update

State of West Virginia



Welcome, TIMOTHY SYLVESTER

DASHBOARDS

QUICK SEARCH

FEEDBACK

FAVORITES

SAVED SEARCHES

Search Vehicles Driver Ordering Reporting Communication Telematics

Fleet Management Division

ARI Insights Search Tab

- Exporting a search as an excel file

- In the top right you'll find a tiny paper with an "X" in it. Click that to export a search report to excel.

General Vehicle Listing

SEARCH CRITERIA: Status = Active Client = 5R82 Bill Code = AD94

Save Search Name: Save Search

Total Rows 63 Rows Per Page 20 << < Page 1 of 4 > >> Go to Page →

	Client	Vehicle	Division	Bill Code	Agency	VIN	Employee ID	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI Services	Fuel Card	Model Year	FD NUMBER	ED/Tag #	Utiliza
Details	5R82	126284	AD	AD94	FMD	3FA6P0G77HR126284				WV	FORD	FUSION	Active	FLT16*21	A0373886		0216	0216	Y	Y	2017			
Details	5R82	144183	AD	AD94	FMD	3FA6P0G73HR144183				WV	FORD	FUSION	Active	FLT16*21	A0375242		0216	0216	Y	Y	2017			
Details	5R82	150577	AD	AD94	FMD	2GNFLEEK2F6150577				WV	CHEVROLET	EQUINOX	Active	FLT15*01	A0364896		0216	0216	Y	Y	2015			
Details	5R82	173923	AD	AD94	FMD	2G1WA5E36E1173923				WV	CHEVROLET	IMPALA LIMITED	Active	FLT14006	A000361955		0216	0216	Y	Y	2014			
Details	5R82	179809	AD	AD94	FMD	1C3CCCFBXGN179809		POOL	POOL	WV	CHRYSLER	200	Active	FS21*02	A0379108		0216	0216	Y	Y	2016			
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867	E038816	TIM	SYLVESTER	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016			
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		POOL	POOL	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2014			
Details	5R82	694292	AD	AD94	FMD	1J4RR4GTXBC694292		POOL	POOL	WV	JEEP	GRAND CHEROKEE	Active	PCARD	A0438267		0216	0216	Y	Y	2011			
Details	5R82	736022	AD	AD94	FMD	1C4RJFBT5HC736022				WV	JEEP	GRAND CHEROKEE	Active	FLT17*12	A0377736		0216	0216	Y	Y	2017			

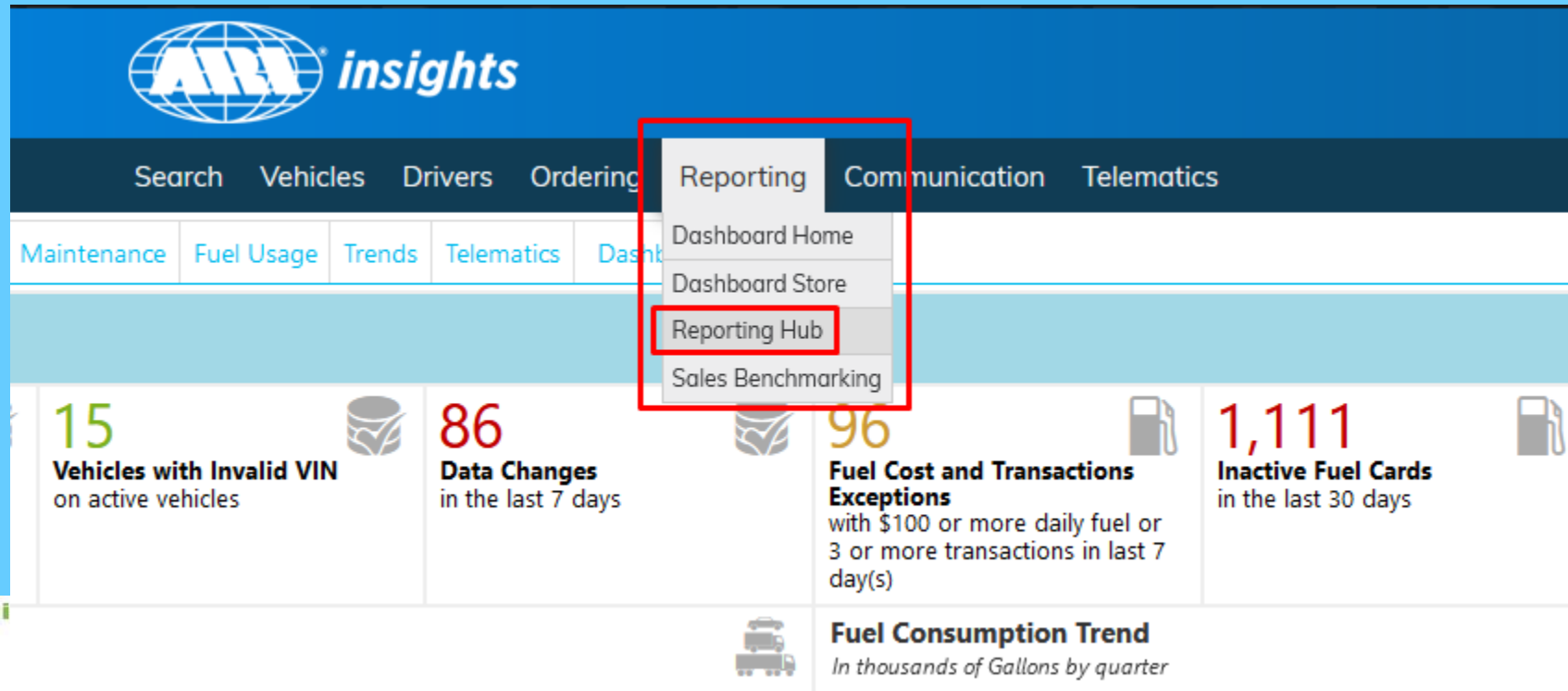
State of West Virginia



Fleet Management Division

ARI Insights Reporting Tab

- The “Reporting Hub” is located under the Reporting tab and this is where the state of West Virginia’s detailed reports are located.



State of West Virginia



Fleet Management Division

ARI Insights Reporting Tab

- The most important reports that you should use are the Fixed And Operating Expenses and the LOV (Life of Vehicle) Operating Costs reports
- These reports were custom built for the state of West Virginia
- The Fixed And Operating Report and the LOV Operating Costs report are both now located under the Templates > My Organization section If you do not have either of these reports, please let us know and we will have them added for you

[Page Tour](#)

Reporting Hub

New Hub Report ?
Build a new hub report using either the wizard interface or drag and drop
CREATE

Search BI Templates ?
Browse and access a library of reports covering a diverse array of topics
FIND

Schedule Listing ?
View and manage your active report schedules
SCHEDULES

My Hub Reports (1)
t

Templates (67)
All (67) **My Organization (5)**
FIXED AND OPERATING EXPENSES V8
5R82 - TRIP DETAILS WDATE PROMPT
5R82 TELEMATICS FLEET UTILIZATION
LOV OPERATING COSTS V1-6A WDESCF
TELEMATICS EXEMPTION REPORT

Hub Inbox (0)

Custom BI Reports (2)
LOV Operating Costs V1-6A wDescriptio
State of West Virginia Fuel Report V4 (re:



ARI Insights Reporting Tab

- Fixed and Operating Report

1. To refresh the data you need to click the “circle arrows” button at the top of the screen
2. This will bring up the prompt box
3. Start and end dates are mandatory prompts
4. Date prompts need to be entered as a four digit year followed by a two digit month EX: 201904
5. Optional prompts are Division and Prefix (Division is cabinet and Prefix is Bill Code)
6. Multiple Divisions and Prefixes can be entered into this report

State of West Virgin



Fleet Management Divisi

The screenshot displays the ARI Insights Reporting Tab interface. The main window shows the 'FIXED AND OPERATING EXPENSES' report with a title bar and a menu bar. The report area includes a 'Number of Units Incurring Expenses' section with a 'Time Period: 4,152' and a bar chart showing expenses ranging from \$0 to \$1,000,000. The chart is labeled 'State of West Virgin' and 'Fleet Management Divisi'. A 'Prompts' dialog box is open, showing a 'Prompts Summary' table with the following entries:

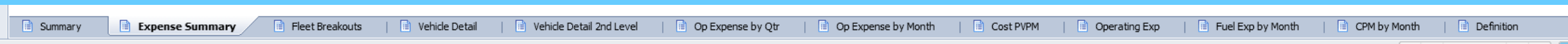
Prompts Summary	
* Enter Starting YYYYMM: Sample: 201702	
* Enter Ending YYYYMM: Sample: 201702	
Enter value(s) for Division:	
Enter value(s) for Prefix:	

The dialog box also includes a 'Required prompts' section at the bottom and 'OK' and 'Cancel' buttons. The 'Available prompt variants' section is empty. The 'Enter Starting YYYYMM: Sample: 201702' field is highlighted.

ARI Insights Reporting Tab

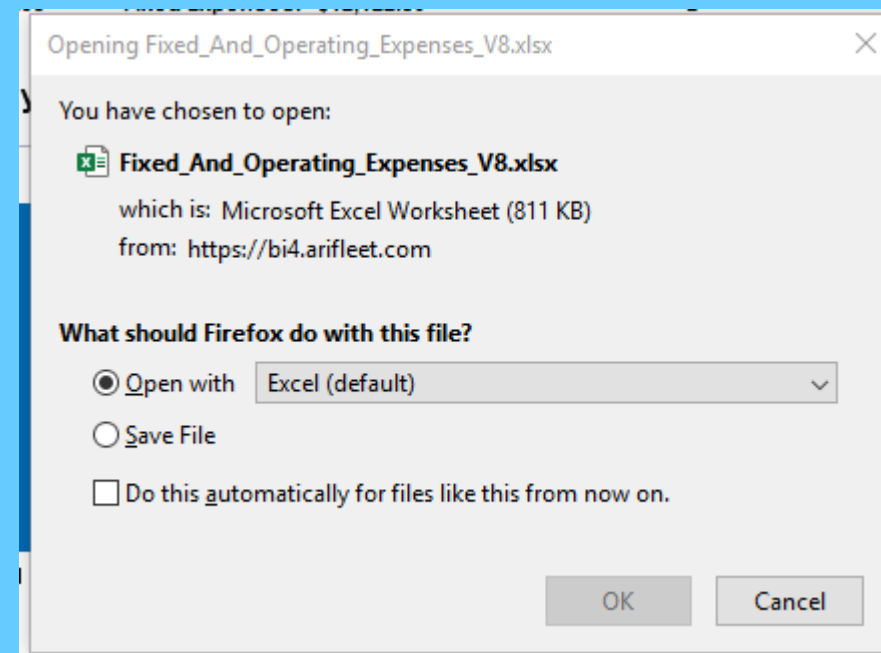
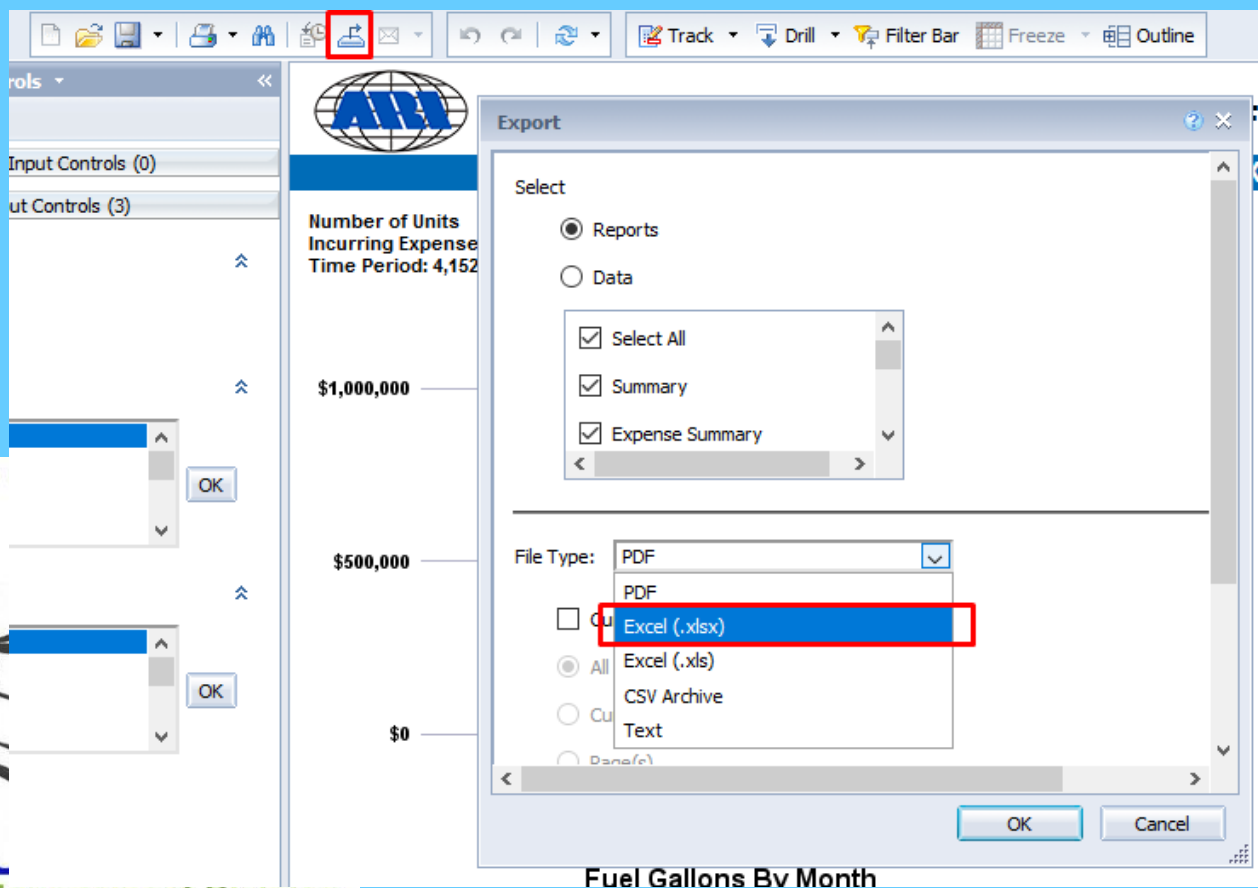
- **Fixed and Operating Report Tabs**

1. Summary – Shows a summary of expenses in a graph format
2. Expense Summary – Shows a summarized breakout of expenses by expense type and expense category
3. Fleet Breakouts – Shows expenses by an expense group and group detail
4. Vehicle Detail – Shows expenses per vehicle
5. Vehicle Detail2 – Shows more detailed expenses per vehicle
6. Op Expense by Qtr, Op Expense by Month, Cost PVPM, Fuel Expense by Month and CPM per Month – All are bar graphs
7. Operating exp – Shows operating expense totals
8. Definition – Gives an explanation of the report



ARI Insights Reporting Tab

- **Saving Fixed and Operating report as an excel file**
 1. Click on the “Export” button on the top left side of the screen
 2. An export box will appear
 3. Under “File Type:” select Excel (.xlsx)
 4. This report can also be exported as a PDF
 5. Click Ok and another prompt box should open asking if you want to open or save the file



ARI Insights Reporting Tab

- **LOV Operating Cost Report**

1. Shows a snapshot of active vehicles and their maintenance and fuel expenses broken out in different ways
2. Automatically runs when you open it
3. Contains a description tab that describes every field on the report
4. Is exported to excel the same way the Fixed and Operating report is

Client Code	Division	Prefix	Agency	AO/F/Cash	Dept.	Unit	ARI Veh No	VIN	Year	Make	Model	Lic Plate
-------------	----------	--------	--------	-----------	-------	------	------------	-----	------	------	-------	-----------

Asset Type	Status	Under Utilize Form	Fuel Exceptions	MIS	Current Odometer	Commuting Miles	Last 180 days Average Monthly Miles	ARI Card#	ARI Card Use Last 30 Days	ARI Maint.	Grand Total Expense LOV	Grand Total Expense Per Month	Grand Total Expense Per Mile
------------	--------	--------------------	-----------------	-----	------------------	-----------------	-------------------------------------	-----------	---------------------------	------------	-------------------------	-------------------------------	------------------------------

Total Combined for Maintenance	Total Combined Maintenance per Month	Total Combined Maintenance per Mile	Fuel Transactions LOV	Fuel Dollars LOV	Fuel Gallons LOV	LOV Cost Per Mile Fuel	Last 180 Days MPG	Fixed Amount LOV	Fixed Amount Per Month	Fixed Amount Per Mile
--------------------------------	--------------------------------------	-------------------------------------	-----------------------	------------------	------------------	------------------------	-------------------	------------------	------------------------	-----------------------



ARI Insights New Vehicle Purpose Field

- A Vehicle Purpose field was added to ARI so that we can better define what state vehicles are being used for
- Agencies should pick and inform FMD of a purpose for each of their vehicles based on the list below and utilize the DOA-FM-021 Vehicle Purpose form to notify us of any updates/changes
- A “-B” after the vehicle purpose means that that vehicle uses bulk fueling

Vehicle Purpose	Definition of Purpose
CAMPUS	Vehicles used on a campus setting, vehicles usually use bulk fueling
SPECIAL EQUIPMENT	Farm equipment, Emergency response, Heavy hauler: Usually a vehicle that has to be altered or has equipment physically added to perform it's task
EDUCATIONAL	Vehicle used to train someone how to operate a vehicle: Can also be used for maintenance and repair education
SEASONAL	Certain times of the year
VANCANCY	New hire, reduction in work force, Vacancy - *Date position became vacant must be entered*
SURPLUS	Pending sale, Destroyed, Retired
POOL	Shared by several employees
SPARE	Back up, not assigned to a person or daily task
MAIL RUNNER	Vehicle used for the purpose of providing mail type services
ASSIGNED	Vehicles that are assigned to a state employee, driver's name must appear in ARI



ARI Insights Adding a Manual PO

- Log into ARI Insights: <https://ariinsights.arifleet.com/AriAccessWeb3/default.aspx>
- From the dashboard, select the VEHICLES tab > Maintenance > PO History Entry

The screenshot shows the ARI Insights dashboard interface. At the top, the user is logged in as TIMOTHY SYLVESTER. The main navigation bar includes tabs for SEARCH, VEHICLES, DRIVERS, ORDERING, REPORTING, and COMMUNICATION. The VEHICLES tab is selected, and its dropdown menu is open, showing options like Fleet Management, Fuel, Licensing, Maintenance, Telematics, and Vehicle Remarketing. The Maintenance option is highlighted, and its sub-menu is displayed, showing options like Accident Management, Authorize Repairs, Maintenance Parameters, Mfg Recalls, PO History Entry, PO Search, Service History, and Vendor Locator. The PO History Entry option is highlighted. Below the navigation bar, there are several widgets: a 'Fuel' widget showing 838 Inactive Fuel Cards and 20 Non Fuel Transactions, and a 'Fuel Usage on Trend' bar chart showing fuel usage in thousands of gallons by quarter.

Quarter	Fuel Usage (thousands of gallons)
Q1	749.5
Q2	801.7
Q3	848.9
Q4	877.8
Q5	822.5



ARI Insights Adding a Manual PO

- On the page, select in the drop down menu for Client ID, 5R82. Type in the last 6 digits of the vehicle's VIN in the VEHICLE NUMBER box. Make sure that the option of PO DETAIL is selected. Click on the SUBMIT button

DRIVERS	ORDERING	REPORTING	COMMUNICATION
---------	----------	-----------	---------------

Intellifleet Service History Direct Entry

1. Please enter a Client and Vehicle or
a Client and any combination of Serial, Make, Model

Client ID	Vehicle No	Lic Plate	VIN	Make	Model
5R82	183031				

2. Select Purchase Order Detail or Driver Expense Reporting

☒ Purchase Orders ☐ Expenses

State of West Virginia



Fleet Management Division

ARI Insights Adding a Manual PO

- The below box will appear, click on the vehicle number link (EX: A69011)

Cust	Vehicle	Serial Number	Make	Model	Yr	Prefix	Division	Status
5R82	A69011	1FTBF2B64BEA69011	FORD	F250	11	EP19	07	In Service

- This screen will appear

PO Summary

Client Po	* Meter	Driver Name	Vendor Name	Invoice No	* Invoice Date	Po Total	Po Date	Hours InUse
						0.00		

* Required

Service Selection Area: Choose service and repair, enter qty and cost; then click *Add Item to PO*

Service	Repair	Qty	Cost
Select	Select		
Optional Description		Add Item to PO	
<input type="text"/> Search		Clear Selection	
Truck Car Recent Combined			

Active PO Details

ATA	Description	Repair	Qty	Cost	Extended
<div>Submit Review Reset</div>					

Comments



ARI Insights Adding a Manual PO

- **Enter in the following information**
 1. Client PO
 2. Meter (Odometer)
 3. Driver Name
 4. Vendor Name
 5. Invoice Number
 6. Invoice Date
 7. PO Total
 8. PO Date
 9. Under the SERVICE header, use the drop down box to select what is being done (e.g. tires, batter, etc)
 10. Under the REPAIR header, use the drop down box to select Labor, Parts, PM, or Other
 11. Under the QTY header, enter the quantity
 12. Under the COST header, enter the cost
 13. Select TRUCK or CAR
 14. Enter any additional comments needed
 15. Click on the SUBMIT button



Questions

Contact

- Fleet@wv.gov
- Director: Kenny Yoakum - Kenny.H.Yoakum@wv.gov
- Fleet Manager: Becky Farmer - Becky.C.Farmer@wv.gov
- Fleet Administrator: Tim Sylvester - Timothy.J.Sylvester@wv.gov
- Maintenance Analyst: James Parsons - James.A.Parsons@wv.gov
- Fleet Assistant: Chena Hill - Chena.G.Hill@wv.gov
- Fleet Coordinator: Stephanie Lane - Stephanie.E.Lane@wv.gov
- Fuel Analyst: Teresa Taylor - Teresa.D.Taylor@wv.gov
- Fleet Assistant: Leigh Jackson - Leigh.A.Jackson@wv.gov
- Fleet Assistant: Lori Harper - Lori.M.Harper@wv.gov
- Call Toll Free: 1-855-817-1910



Fleet Management

AGENCY FLEET COORDINATOR TRAINING

- PART 3 - Fleet Management Division's New Services and Programs
 - <https://fleet.wv.gov>



Fleet Management Division's New Services and Programs

- Contents
 - ARI/Geotab Telematics
 - Driver Training and Safety
 - [Fleet Management Division's Benefit of Services and Programs](#)
 - Fleet Commander Kiosk System
 - [WV MOTORPOOL ONLINE RESERVATION](#)



Fleet Management Division's New Services and Programs

■ ARI/GeotabTelematics

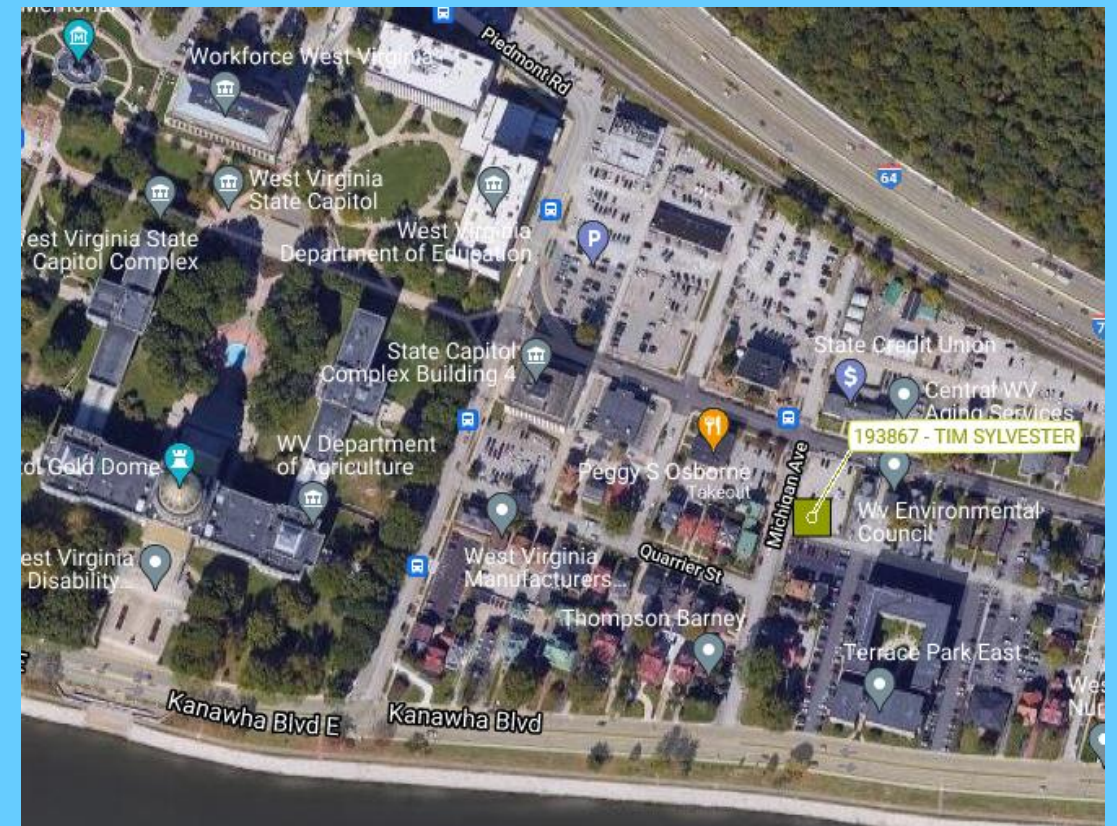
- Telematics is a vehicle GPS unit that allows users to see data from the vehicle in real time
- ARI and GeoTab offer a map that pinpoints each telematics vehicle
- ARI and GeoTab offer several reports that show trip logs, exceptions such as speeding, idling and harsh braking and vehicle health

1	Exceptions Summary Report			
2				
3	Created	Apr 01, 2021		
4	From	Mar 01, 2021		
5	To	Mar 31, 2021		
6	Time Zone	ESTSED		
7	Distance Unit	miles		
8				
9	Data			
10	Rule	Duration	Distance	Incident Count
11	Speeding	75:40	5171	2780
12	Assigned Driver	295:32	13770	914
13	Speeding Over Posted Speed Limit	75:40	5171	2780
14	Speeding > 10 MPH	2:18	155	206
15	Speeding > 5 MPH	27:08	1919	1332
16	Idling	23:20	740	200
17	Harsh Cornering	0:00	0	26
18	Unauthorized Device Removal	0:00	0	2
19	Hard Acceleration	0:00	0	16
20	Harsh Braking	0:00	0	23
21	Battery Drain	174:48	0	1
22	After Hours Usage	383:20	543	46
23	Telematics Trips	295:17	13758	902
24	Speeding > 20 MPH	0:01	2	3
25	Trips Without Drivers	2:43	171	3
26	Grand Total	1355:52	41400	9234
27				
28				

State of West Virginia




Fleet Management Division



Fleet Management Division's New Services and Programs

- Driver Training and Safety

- Through ARI the Fleet Management Division is offering a driver safety program that has many training modules that help educate employees to be better drivers
- [The detailed information on the driver safety program can be found by clicking here](#)


DRIVER insights
Home
Training
Order Detail
Fuel Transactions
General Info
Vendor Locator
Documents
Preventive maintenance
Contact
Logout

Monday, May 17, 2021Welcome TIMOTHY J SYLVESTER

Driver Training Detail

[Download Troubleshooting Document](#)
General Information
Client ID: 5R82 Employee ID: E038816 First Name: TIMOTHY J Last Name: SYLVESTER Division: AD Sub-Division: AD94
Current Assignment

Course Name	Assignment Date	Status	Due Date	Action	Language
-------------	-----------------	--------	----------	--------	----------

0 items per page No items to display

History
Scroll to the right to view your certificate

Course Name	Assignment	Due Date	Status	Completion Date	Score	Reactivate	Policy Document	View Results	Action	Language
Changing Lanes	2/17/2021	3/3/2021	Completed	5/12/2021	100				Review	English (US)
Avoiding Animals and Debris	2/17/2021	3/3/2021	Completed	2/18/2021	100				Review	English (US)
Driver Skills Assessment - Pas...	2/3/2021	2/17/2021	Completed	2/17/2021	78			View Results		

1 items per page 1 - 3 of 3 items

State of West Virginia

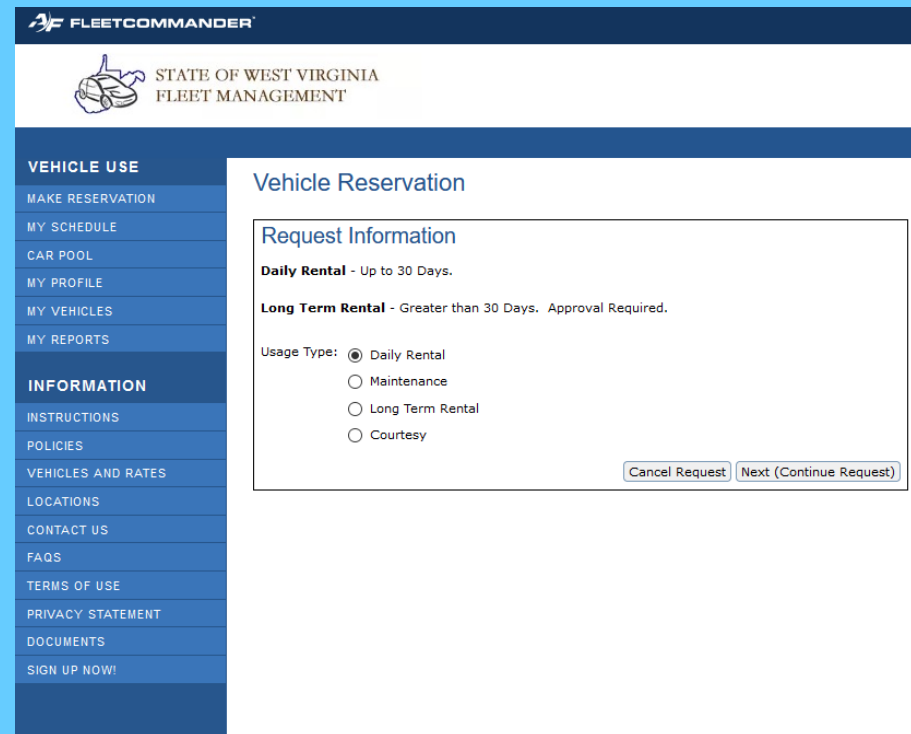


Fleet Management Division

Fleet Management Division's New Services and Programs

- Fleet Commander Kiosk System

- Rental vehicle reservations are now being made through an online KIOSK system called Fleet Commander
- The reservations are made online, and the driver can pick up the keys at a lock box that is located at the guard shack in the Capital Complex
- [The online reservation system can be found here:](#)



The screenshot shows the Fleet Commander web application. At the top, there is a dark blue header with the 'FLEETCOMMANDER' logo. Below this is a white banner with the 'STATE OF WEST VIRGINIA FLEET MANAGEMENT' logo, which includes a thumbs-up icon. A left-hand navigation menu lists various options under 'VEHICLE USE' (MAKE RESERVATION, MY SCHEDULE, CAR POOL, MY PROFILE, MY VEHICLES, MY REPORTS) and 'INFORMATION' (INSTRUCTIONS, POLICIES, VEHICLES AND RATES, LOCATIONS, CONTACT US, FAQs, TERMS OF USE, PRIVACY STATEMENT, DOCUMENTS, SIGN UP NOW!). The main content area is titled 'Vehicle Reservation' and contains a 'Request Information' section. This section has two rental options: 'Daily Rental - Up to 30 Days.' and 'Long Term Rental - Greater than 30 Days. Approval Required.' Below these, the 'Usage Type' is set to 'Daily Rental' with radio buttons for 'Maintenance', 'Long Term Rental', and 'Courtesy'. At the bottom right of the form are 'Cancel Request' and 'Next (Continue Request)' buttons.

